



**Notification of Construction Activities Permitting Guidance for DOH HEER Office
State of Hawai'i
Department of Transportation – Airports (DOTA)**



This document provides guidance for filling out and submitting Department of Health (DOH) Hazard Evaluation & Emergency Response (HEER) Office forms relating to Notification of Construction Activities for construction projects. This notification is required for all projects conducted on sites that are **currently actively managed under HEER oversight, closed out with a No Further Action with Institutional Controls, or managed via an Environmental Hazard Management Plan (EHMP)**. DOTA Contractors shall submit this notification at least 90 days prior to commencement of ground disturbing activities at these sites. If the 90-day time frame is missed, the Contractor should notify the HEER office immediately to avoid potential delays to the project. Ground disturbing activities include excavation, grading, demolition of building slabs, exterior building/site configuration changes, and any other activities that may disturb the ground surface. More information pertaining to this notification requirement is available on the HEER Office website: [Submit Documents via e-Permitting - HEER Office \(hawaii.gov\)](https://hawaii.gov/submit-documents-via-e-permitting-heer-office)

Note: This guidance is for informational purposes only and DOTA assumes no responsibility for applicants' permit compliance by providing this document. Please also note that although DOTA may provide comment, it will not certify or provide formal approval of the content of the Notification of Construction Activities. The applicant is entirely responsible for submitting an accurate and complete notification by any regulatory deadline or before beginning ground-disturbing activities on a construction project, and for coordinating with the HEER Office to provide any additional information requested.

E-Permitting Portal Submittal Process

The e-Permitting process utilizes an online form to provide HEER with the required notification details. In the guidance below, the e-Permitting form question is provided in bold font, with suggested responses shown in italics. The guidance includes only questions where guidance may be helpful; for simple yes/no answers, a suggested response to questions is not included in the guidance below and Contractors should select the appropriate response.

1. Create an account (if needed) and log in to the e-Permitting Portal at:

<https://eha-cloud.doh.hawaii.gov/epermit/>

2. Locate the **Notification of Construction Activities (HEER Office)** form:

➤ *Use the Form Finder tool and search for "Notification of Construction" OR*

Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

Forms

To locate a specific form please use our form finder.

[Form Finder](#)

Frequently Asked Questions

? Who do I contact for help with my online form?
 ? Why do I need to register to look at or start an online application form?
 ? I have registered but cannot login because my account is inactive.

[view more FAQs](#)

Hawaii Environmental Health e-Permitting Portal

Welcome to the Hawaii Environmental Health ePermitting Portal, home for Hawaii Department of Health (DOH) Environmental Health Administration (EHA) permit applications. The DOH EHA e-Permitting Portal provides access to environmental permit applications, related instructions and information. It allows for online application compilation and submission, online application fee payment and online submission tracking.

The e-Permitting Portal is provided as a service for the public by the DOH EHA. The EHA oversees the overall administration of the Environmental Management Division (EMD), Environmental Health Services Division (EHSD), and State Laboratories Division (SLD); including branches within each of these divisions. The EHA also provides overall administration of the Offices of Compliance Assistance, Environmental Planning, Environmental Resources, and Hazard Evaluation and Emergency Response.

The e-Permitting Portal was created as a comprehensive site to provide:

- tools for learning about environmental permitting requirements
- guidance in applying for environmental permits
- resources for preparing and filing online permit applications
- online payment processing of application fees
- a means for applicants to communicate with permitting engineers regarding online submitted applications
- a directory of downloadable (manual) permit applications

To search for a specific permit application, please use the Application Finder. You may also use the Organization Browser if you know the organization responsible for the permit application.

Once a permit application is submitted, our primary goal is to process your permit application in an efficient and timely manner while ensuring environmental health protection.



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- Use the *Select Organization* option > *Hazard Evaluation & Emergency Response* > *Notification of Construction Activities (HEER Office)*

Hi DOH Home Home Finder My Submissions Help Sign Out

Organizations

Select the organization from which you would like to submit a form.

Select Organization

- Environmental Health Administration
- Compliance Assistance Office
- Environmental Health Services Division
- Environmental Management Division
- Hazard Evaluation & Emergency Response**
- Renewable Energy
- State Laboratories Division

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[view more FAQs](#)

3. Read the instructions and click: *Begin Form Entry*

Notification of Construction Activities (HEER Office)

VERSION 1.7

INSTRUCTIONS

Use this form to notify the HEER Office at least 90 days prior to surface and subsurface disturbing activities at HEER sites. If you missed the 90 days notification time frame, notify us as soon as possible to avoid any potential delays regarding your project.

The notification requirement applies to the following types of HEER Sites:

- 1) Sites that are currently active sites managed under HEER oversight
- 2) Sites that are closed out with a No Further Action with Institutional Controls Sites (NFA with ICs)
- 3) Sites that are managed via an environmental hazard management plan (EHMP)

When to Notify:

- 1) Prior to demolition of building slabs
- 2) Prior to building/site configuration changes
- 3) Prior to grading activities
- 4) Prior to excavation activities
- 5) Prior to construction activities
- 6) Prior to any other activities that may disturb the ground surface.

NOTE:

If this is a HEER Office Site, the construction activities need to be overseen by a qualified environmental professional with experience in construction oversight- unless the HEER Office Project Manager waives this requirement. Not all environmental consultants have this experience and you should be very selective in order to avoid potential fines and delays in construction schedule. The HEER Office does not require a Certified Industrial Hygienist (CIH) for this type of work. The CIH is only required if lead and asbestos abatement is required. This type of activity is very different from construction oversight.

CONTACT INFORMATION

Contact

Sven Lindstrom
2385 Waimano Home Road, #100
Pearl City, HI 96782
(808) 586-4249

[Begin Form Entry](#)



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- Complete the e-Permitting sections as indicated below. The **numbered bold section headers** correspond to tabs in the e-Permitting form. Click the 'save progress' button at the upper right of the form at any time or if needed before leaving the portal. DOH does not review application info until it has been officially submitted at the end of the process. The tab on the left will indicate any section that has not been fully completed in red.

- You can return to editing a saved entry by signing into your account and clicking on “My Submissions.”

Processing Information

- Submission Reason *Select Submission Reason*

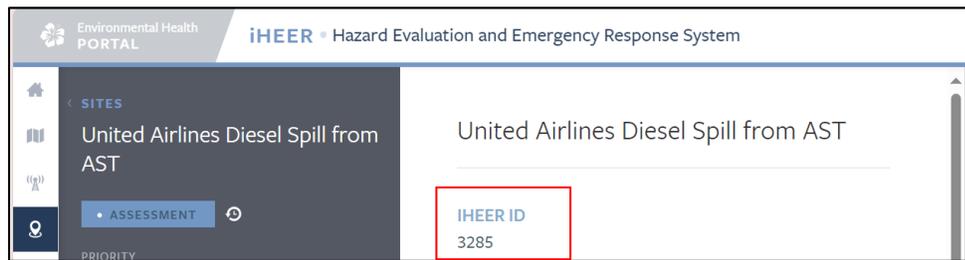


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1) Site Information

- **Site Name and ID** Enter the name of the construction project and include the name of the airport at which the project is located within the Site Name (e.g., Drainage & Wind Cone Improvements at Hilo International Airport).
- **Release # (If Known)** The Release # is the unique designation given to an established HEER site. If there are multiple #'s, separate them by commas. In order to determine whether the project site has one or more established Release #'s, Contractors can:
 - a. Use the iHEER Viewer tool to find the Release # of your site. Locate your site on the map within the Viewer tool, or type keywords into the Site search function. (e.g., ARFF). Note that the name of the HEER site may differ from the name of your project, but the locations may be the same. [iHEER System \(hawaii.gov\)](http://iHEER System (hawaii.gov))



b. Contact the HEER Office.

- **Name of HEER Project Manager (if assigned)** Select Thomas Gilmore as the Project Manager from the dropdown menu.
- **Contractor/Consultant’s Name** Enter the First and Last Name of the contractor/consultant/person submitting the report. This may be the Contractor’s Qualified Environmental Professional.
- **Affiliation of Contractor/Consultant/Person Submitting Report** Enter the name of the contractor/consultant/person’s Company.
- **Site Owner (Name)** Enter ‘State of Hawaii, Department of Transportation, Airports’
- **Contact Phone Number & e-mail** Enter the contact phone number and e-mail address of the contractor/consultant/person or their Company.
- **Owner Address** ‘869 Punchbowl Street, Honolulu, HI 96813.’
- **Address of Facility** Provide the street address of the project site. If there are multiple locations, list the street address of the Airport District Office. If no formal street address exists (e.g., for projects constructing new developments with no currently existing roads), enter a location description instead. Do not click the button to “validate address.”
- **TMK(s) of the Site (no dashes, no colon).** Enter in following Form: **DZSPPPppp; D=District, Z=Zone, S=Section, P=Plat, p=parcel** The TMK of your site can be found by using the Tax Map Key Information page of the county in which the site is found. Each of these information pages



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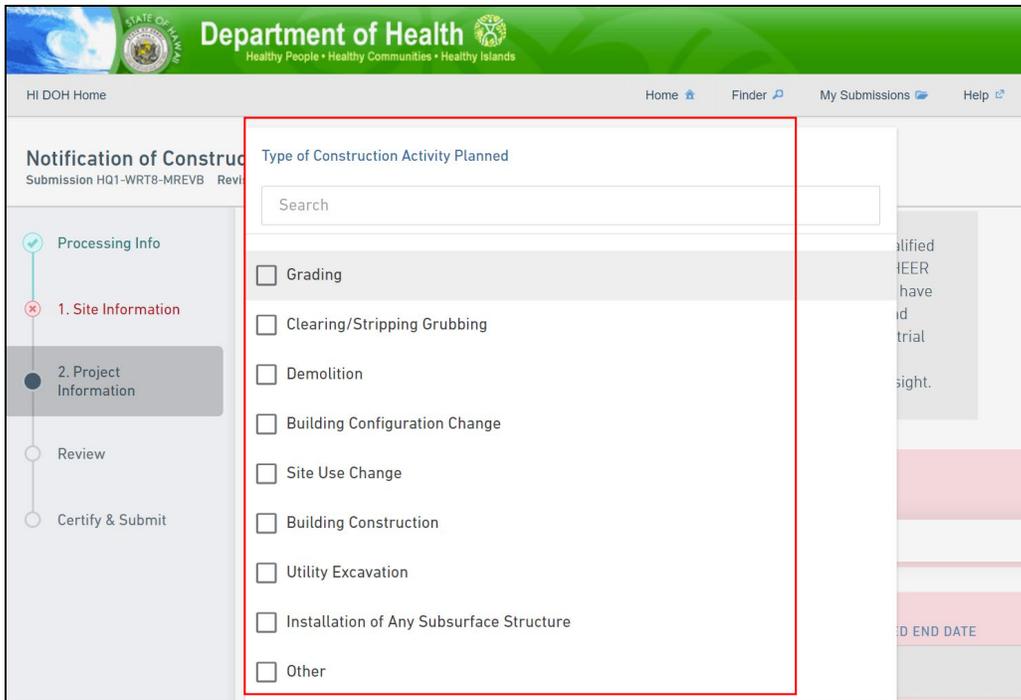


can be found on the State of Hawaii Land Use Commission site here: [Land Use Commission | LINKS For Finding Information About Property \(hawaii.gov\)](#)

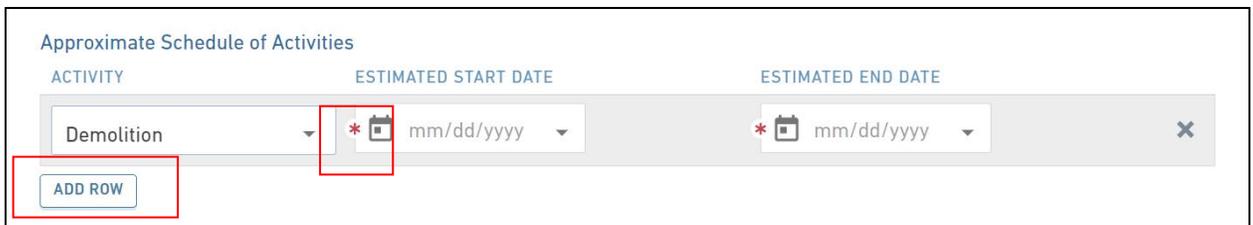
- **Location Coordinates** Enter the coordinates of either the center point or the front gate or entrance to your project site by clicking on the map in its estimate location. For project sites that are not located on public roads, the “Satellite” view will help you locate your project’s coordinates.

2) Project Information

- **Type of Construction Activity Planned** Select the type of construction activities planned from the dropdown menu.



- **Approximate Schedule of Activities** Select the type of construction activity from the dropdown menu then fill in the estimated start and end date. To add more dates, click on the ADD ROW icon to add more approximate activity schedules.





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- **Project Key Personnel Contact List** Fill in the applicable personnel contact information, including the company name, contact name, phone number, and e-mail address. Note that for DOTA projects the Owner contact information should be the current DOTA Director.

ROLE	COMPANY	NAME	PHONE NUMBER	E-MAIL ADDRESS	
Onsite Qualified Environmental Professional	*	*	*	*	X
Qualified Environmental Professional	*	*	*	*	X
Construction Project Manager	*	*	*	*	X
Construction Foreman	*	*	*	*	X
Developer	*	*	*	*	X
NPDES Permit Contact	*	*	*	*	X
Owner	*	*	*	*	X

- **Review**

- This tab allows review of the application responses. Review and ensure all information is properly completed.
- You can download a PDF copy of the e-Permitting submission at any time by navigating to your “My Submissions” Page > Application > Download/Export > Download Submission.

- **Certify and Submit**

- Prior to submitting this form, Contractors shall provide a draft copy to AIR-EE for review and approval.
- This step allows you to certify the form as complete and accurate and to submit the form to DOH for review and processing.



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- *Any work you perform filling out the online form will not be accessible by DOH staff or the public until you fully submit the form in the final step. At the time of submission, it will be transmitted to DOH, and it will become part of the public record.*